INSTRUCTIONS TO STUDENTS TAKING END SEMESTER EXAMINATION (Jan 18th 2021 – Feb 15th 2021)

1. Question paper as per time table subjects will be uploaded on MS Teams, platform by 9.45 am on all examination days. As an alternative mechanism question paper will also be emailed to your respective email id if required.

2. Students are requested to use their respective user id and password for question paper download.

3. Go to assignment section in MS Teams platform and download question paper. Enter the comment "RECEIVED" and click on "TURN IN ".

4. Download of question paper enter comment and click on "Turn IN" is permitted between 9.45 am – 10.30 am.

5. Any student not clicking TURN IN before 10.45 am will be marked absent and even if answer scripts are received the same will not be considered.

6. Download the answer script front page from our website www.sjput.in and on the physical print write all required details and affix it with tag to the answer sheets.

7. **Answer to questions have to be written on A4 size white paper on both sides, numbered sequentially with register number written on all pages and total pages as per answer content must be mentioned in the front page.**

8. **Examination time is between 10.00 am to 1.00 pm. After completing answering all required questions your answer scripts have to be packed in an A4 envelope and send it by postal department (Government of India) speed post only within one hour of examination completion time is 2.15 pm.**

9. Sealed envelopes with answer scripts have to be sent to

To,

Dr. Kanishka K

Chief Superintendent Examination

C/O St. Joseph's Evening College

No.35, Museum Road Bangalore 560025

From,

Student Name: -----------------------------------

Enrollment Number: ----------------------------------

Paper code: ----------------------------------

Semester: -----------------------------------

Student's Address; ---------------------------------

Student's Mobile number: ---------------------------------------

10. Above steps have to be repeated for all papers for which the student has taken up exams.

11. Speed post are expected to deliver answer scripts the next day for local students and by third day for out station students. College does not take any responsibility for not receipt of answer scripts by speed post. The risk is with the students.

12. Students can take soft copy of your answer scripts for your reference

13. For backlog/repeaters and re-registered students question paper will be sent by email, WhatsApp and attendance will also be taken by respective student's acknowledgement email between 9.45 am to 10.30 am.

14. All students will be communicated on mobile through WhatsApp during emergency. Any student if registered mobile number is not their WhatsApp number you are requested to send email to the office with revised number.

15. Students are not permitted to upload their answer scripts on email or any platform.

16. There is no provision for enter the campus and handover answer scripts inside the campus.

Wishing you all the best

Dr. Kanishka
Dean and coordinator